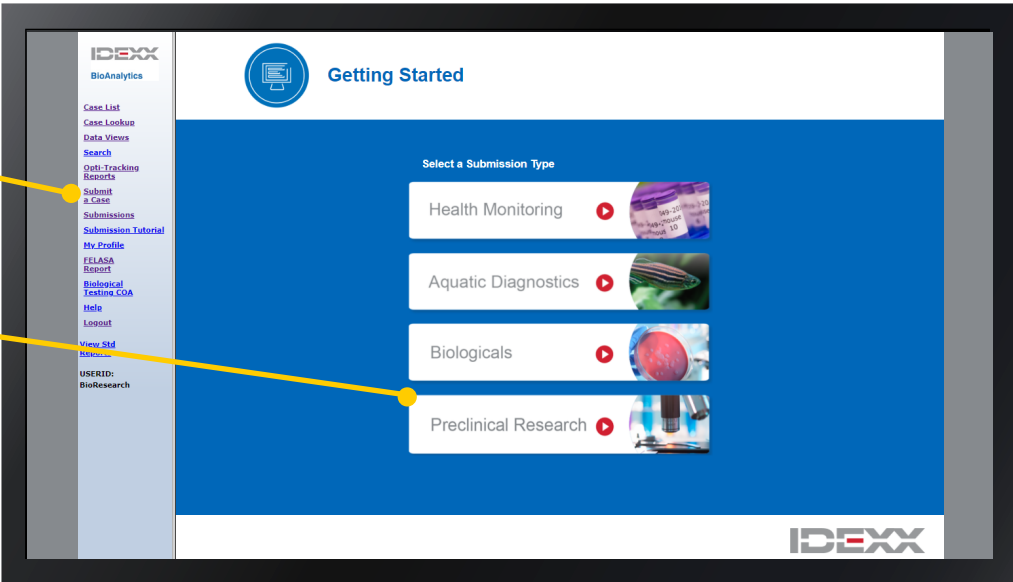## New Navigation Item

- Use Submit A Case from navigation bar

Easy service category selection

- Clinical Pathology submissions will start here under Preclinical Research
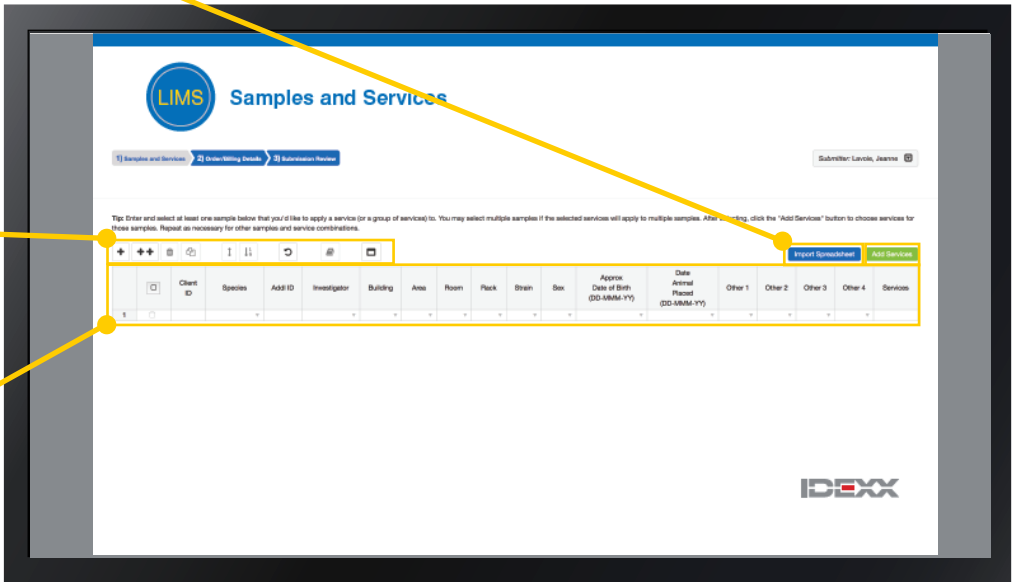

Import Spreadsheet

- Click Import Spreadsheet to get started.
- Import sample data
    - Include customizable headings if desired

- Hint: A link to a blank Spreadsheet template can be found near the top of the import page.

Tool Palette

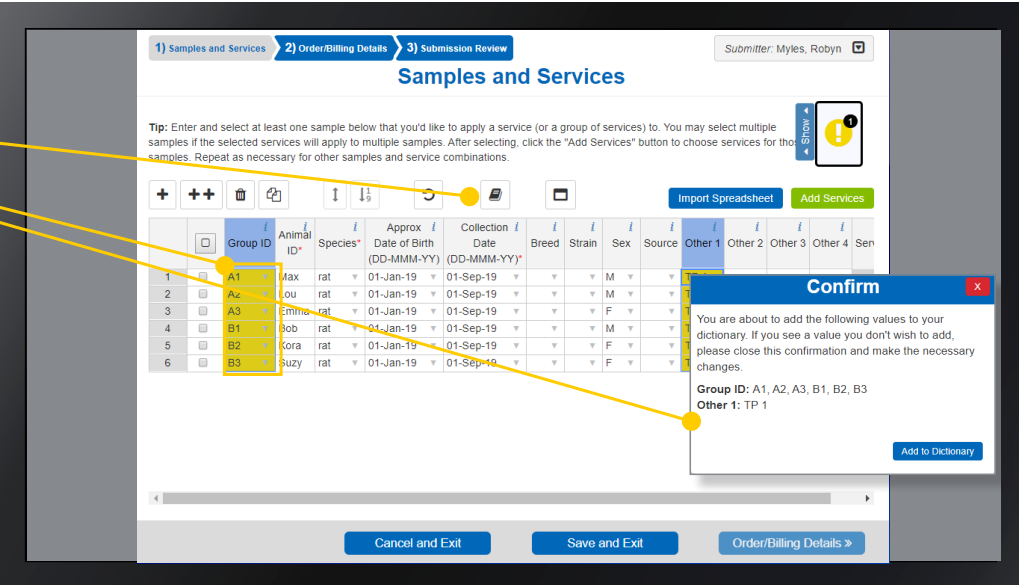|			
✚	Add a single rows	↓¹₉	Sequential number fill
✚✚	Add multiple rows	↺	Undo
🗑	Trash can / delete	▤	Dictonary
↕	Fill down a column	▭	Full Page View
⎘	Duplicate a row		

Sample Grid

1. Add Group and/or Animal IDs
2. Select species
3. Include other pertinent sample data
4. As prompted, add values to Dictionary for error-checking
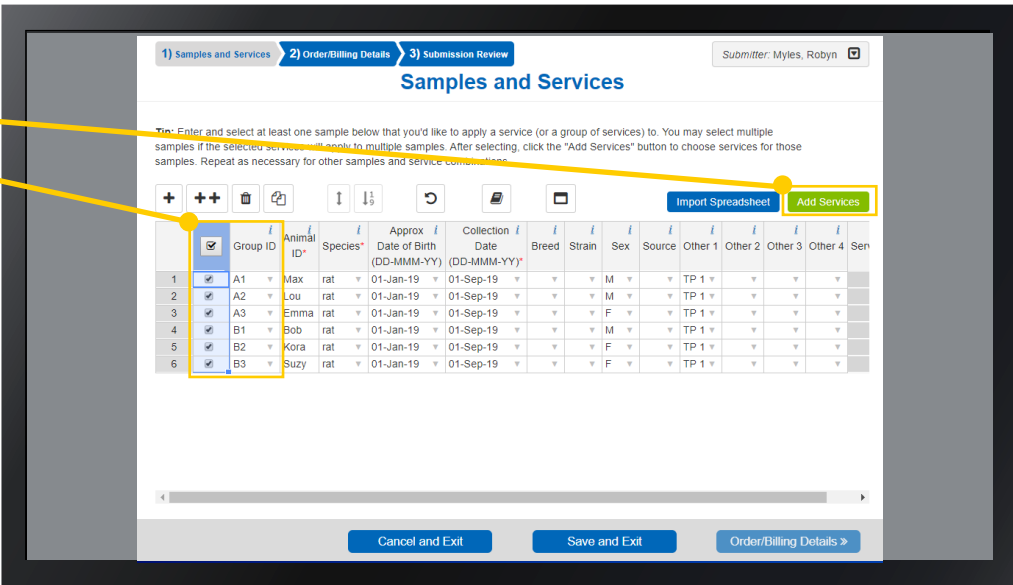5. After sample data is entered, select all or specific samples and assign services

Embedded Error Checking and Dictionary

- If an entry has been entered that is not in the dictionary, the cell or column will be highlighted in yellow and a message will be displayed with the opportunity to edit the entry or to add the new value to the Dictionary.

- To add to the dictionary, select the cell(s) or column(s), click the Dictionary icon, and confirm by selecting Add to Dictionary.
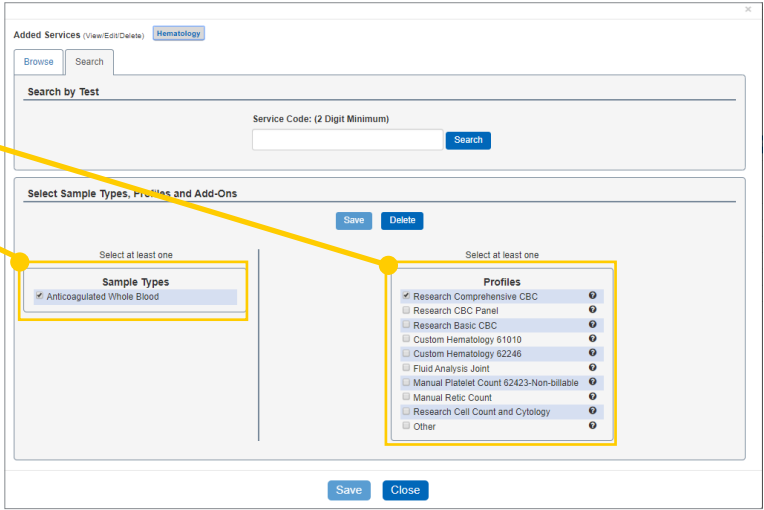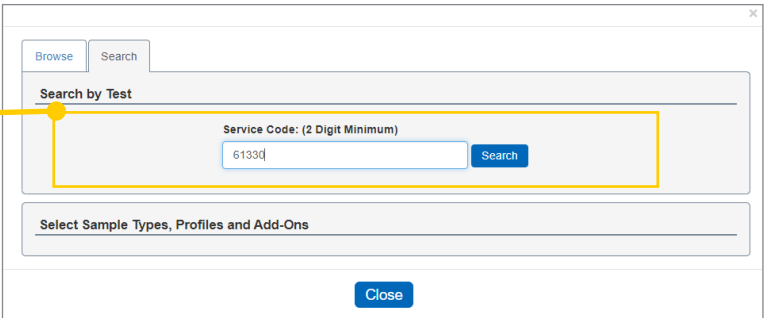
Add Services

After all sample data is populated:
- Select samples to which services will be assigned. To select all, click in the checkbox at the top of the column.
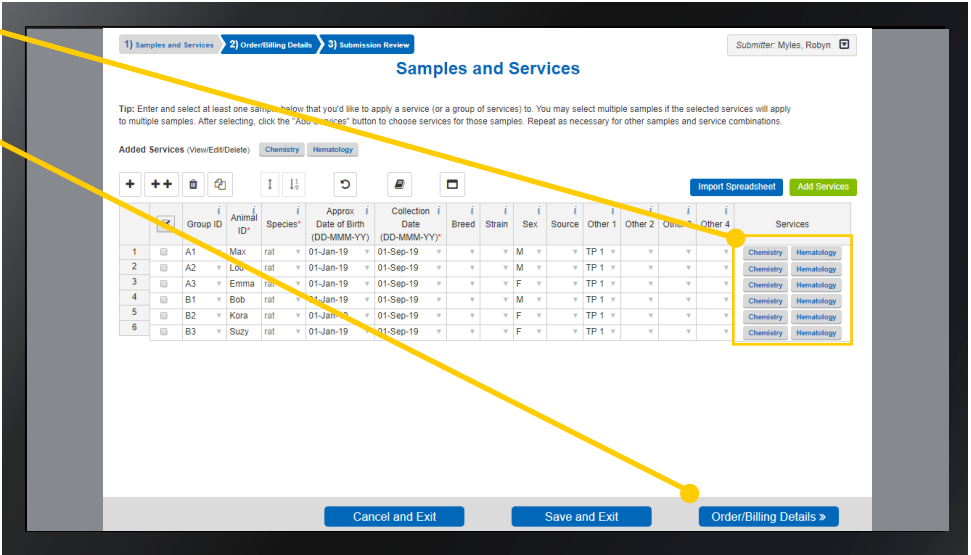

Add Services

After all sample data is populated:
- Search using Test Code

- Indicate sample type
- Confirm profile or service
- Click Save

Hint: Services can continue to be added by following and repeating the above.

Pop up

Pop up

Service Selection

- Once completed, Service Category will be displayed on the grid by sample ID.

- Editing of assigned services may be completed by clicking on the service in grid.

- Once complete, proceed to Order/Billing Details.

- Complete any and all pertinent fields.

- Once complete, proceed to Submission Review

Using Templates and Clones

From Submissions menu

- Determine which prior submission template you want to clone.

- Click Clone button and a new grid will open pre-populated with sample data from Submission template.

  Hint: Templates can be created to provide a simple 3-Click method to set up submissions that occur repeatedly, whether weekly, monthly, quarterly, etc. Templates can be named based on user's preference.